

**Arlington Contributory Retirement Board  
Meeting Minutes February 16, 2017  
Senior Center First Floor Conference Room**

**Board members present:** Acting Chairman Richard Keshian, Kenneth Steele, Kenneth Hughes and Richard Viscay

**Board member not present** John Bilafer

**Call to order Regular Monthly Meeting**

Acting Chairman Keshian called the regular meeting to order at 4:30 P.M

**Jenny Raitt Town Planning Director**

The Board invited Ms. Raitt to the meeting to discuss the future plans for the space that the Board is currently leasing. Ms. Raitt told the Board that there are plans with the Capital Planning Committee to have funds available to in two to three years redo the Senior Center. As of this fiscal year there are only fund available to hire an architect to draw up plans and develop a cost structure. Ms. Raitt also informed the Board that the Planning Board will be seeking comments and suggestions for the update building. Ms. Raitt said was happy that the Retirement Board was here and if the current space was need for something else that she would hope that if other space in the building becomes available that she work with the Board on relocating. The Board thanked Ms. Raitt for coming to the meeting and Ms. Raitt left the meeting.

**Motion and vote to approve Expense and Payroll Warrants 4, 5 and 6**

After review and discussion, Mr. Steele made a motion to approve the Expense and Payroll Warrants 4 and 5 for payment, seconded by Mr. Viscay. The motion was approved by unanimous vote.

**Motion and vote to approve Minutes for January 20, 2017**

After review and discussion Mr. Steele made a motion to approve the January 20,2017 Minutes, seconded by Mr. Viscay. The motion was approved by unanimous vote.

**Motion and vote to approve December 2016 Trial Balance**

After review and discussion Mr. Viscay made a motion to approve the November 2016 Trial Balances, seconded by Mr. Steele. The motion was approved by unanimous vote.

**Motion to approve new town members**

After review and discussion Mr. Hughes made a motion to approve the new town members, seconded by Mr. Steele. The motion was approved by unanimous vote

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Danielle Burneika	01-31-2017	9+2%	Senior Clerk Typist Police
Victoria Perrakis	02-06-2017	9+2%	Assistant Direct. Kids Care
Colleen Shea	01-23-2017	9+2%	Principle Account Clerk

#### **Motion to approve new school members**

After review and discussion Mr. Viscay made a motion to approve the new school members, seconded by Mr. Steele. The motion was approved by unanimous vote

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Patricia Bennett	01-04-2017	9+2%	<b>Teacher Assistant</b>
Brianne Syring	11-21-2016	9+2%	<b>Teacher Assistant</b>
Doan Morgan Vassaf	11-28-2016	9+2%	<b>Teacher Assistant</b>

#### **Motion and Vote on ADR Application for Peter Cannon**

After review and discussion Mr. Steele made a motion to approve Mr. Cannon's application to allow the process to proceed to a medical panel, seconded by Mr. Hughes. The motion was approved by unanimous vote.

#### **Motion and vote a refund of accumulated deductions**

Motion and vote a refund of accumulated deductions for Richard Sylvain in the amount of \$3,792.40. Mr. Sylvain had 1 years and 1 months of creditable service working for the Arlington Housing Authority as a Occupancy Specialist. After review and discussion Mr. Viscay made a motion to approve the following refunds and rollovers, seconded by Mr. Steele. The motion was approved by unanimous vote.

#### **Motion and vote a rollover of accumulated deductions**

Motion and vote a rollover of accumulated deductions for Katelin Egan in the amount of \$1,603.65 Ms.Egan had 9 months of creditable service working for the School Department as a Teacher Assistant After review and discussion Mr. Viscay made a motion to approve the following refunds and rollovers, seconded by Mr. Steele. The motion was approved by unanimous vote.

#### **New Business**

After discussion Mr. Hughes made a motion to have the special meeting for the COLA vote prior to March 30, 2017 regular monthly meeting, seconded by Mr. Steele. The motion was approved by unanimous vote.

#### **Adjourn**

At 5:35 PM Mr. Viscay made a motion to adjourn the meeting, seconded by Mr. Steele. The motion was approved by unanimous vote